

## CITY OF MADEIRA BEACH - SUMMARY JOB DESCRIPTIONS

**ACCOUNTING SPECIALIST:** Performs accounting support functions including, but not limited to, research property liens and assessments, and accounts receivable maintenance. Reconciles bank statements.

**ADMINISTRATIVE ASSISTANT:** Under the direction of Dept Director, answers the telephone, greets and assists public; keeps records; word processes memos, letters, reports; files correspondence and financial records; orders supplies and enters data into specialized computer programs.

**ASSISTANT TO CITY MANAGER:** Provides advanced clerical support and administrative assistance in a confidential capacity. Has daily public contact, both in person and telephone. Prepares reports, correspondence, and other written material; offers assistance to the public; coordinates schedules; and uses a PC for word processing and financial functions; prepares and coordinates City newsletter.

**BUILDING MAINTENANCE WORKER :** Responsible for custodial care and maintenance of the City Hall, Public Works, and Recreation buildings; general cleanliness of buildings; minor repairs; setting up, cleaning, and breaking down meeting rooms.

**CITY CLERK:** Responsible for maintenance of all official records and records retention; facilitates commission meetings and other city Boards, records and produces minutes; conducts City elections and other City events.

**CITY MANAGER:** Chief operating officer. Responsible for the daily operations of the City.

**CODE COMPLIANCE OFFICER:** Enforces zoning, sign, licensing and associated ordinances. Educates the public on City ordinances and assists in providing zoning information.

**COMMUNITY DEVELOPMENT DIRECTOR:** Responsible for the overall administration, planning and budgeting of occupational licensing, planning, site review, grants, etc.

**COMMUNITY SERVICES DIRECTOR:** Responsible for the overall administration, planning and budgeting of sanitation, utilities, storm water, sewer, streets and parks/recreation departments. Coordinates consulting engineers to develop long/short term expansion and reconstruction plans.

**FINANCE DIRECTOR/CITY TREASURER:** Maintains all financial records of the City. Prepares & monitors annual operating and capital budgets. Responsible for risk management functions. Supervises administrative/finance staff. As City Treasurer, personally responsible for maintaining current and accurate records and safeguards for City assets. Directs parking enforcement operations and staff

**GROUNDS MAINTENANCE WORKER:** Responsible for maintaining City grounds, landscaped areas, parks and beautification efforts; debris removal, emptying trash, planting, trimming, watering, mulching and mowing.

**HUMAN RESOURCE MANAGER:** Responsible for overall human resource functions. Record and maintain personnel records of City. Coordinates City's personnel management and benefit programs. Responsible for safety program, regulatory compliance, Civil Service Board, workers' compensation, personnel rules & regulations and drug-free workplace program. Responsible for all payroll functions and insurance billing/reconciliations.

**MARINA:** Responsible for the cost-effective, safe and efficient operation of the Municipal Marina including marine fueling, receives and accounts for cash, check and credit card sales. Assigns slips to transient vessels, monitors, dock, piers and moored watercraft. Provides marine information.

**MECHANIC:** Solely responsible for maintaining the City's fleet, including on-road and off-road vehicles. Performs safety inspections, arranges for emissions testing, repairs vehicles and provides preventive maintenance; inventories and orders supplies, tools, and equipment.

## POSITION TITLE AND SUMMARY JOB DESCRIPTION

**PARKING ENFORCEMENT OFFICER:** Ensures proper parking regulations are followed, issues citations for parking violations throughout the City. May also provide general information to visitors and residents. Assumes duties of Meter Maintenance Technician, as needed. May be called upon to set up auditorium for meetings.

**PARKS DIVISION SUPERVISOR:** Directs maintenance of parks, park structures and landscaped areas of city. Plans, organizes, directs and budgets for parks, grass and tree maintenance, athletic field maintenance, beach maintenance.

**PUBLIC WORKS TECHNICIAN I:** Responsible for maintaining streets, sewer, utilities and storm water in a safe condition. This includes cleaning, painting, and filling streets, as well as ensuring that streets and waterways are properly signed. Maintains the storm water infrastructure, repairs sea walls and catch basin, cleans storm grates, etc.

**PUBLIC WORKS TECHNICIAN II:**

**SEWER/STORMWATER:** Maintains and repairs sanitary sewer infrastructure including lift stations, piping, and manholes. Conducts field inspections of problem areas, evaluates condition of infrastructure. Must possess Class "B" and "C" Certification with two years experience.

**STREETS:** Maintains and repairs city streets including curbing. Responsible for constructing forms for concrete pour, making signs, operate street sweeper, minor building maintenance. Minimum 2 yrs previous experience.

**PUBLIC WORKS SUPERVISOR:** Responsible for ensuring streets, utilities and storm water are maintained in a safe condition; Supervises the Public Works Technician I and II. Assists in the preparation of specifications and bids for various capital improvement projects. Must possess Class "B" and "C" Certification with 3 years exp in storm water and sewers. Previous experience in a supervisory capacity and some experience in streets required. For budget purposes, he is classified under PW Administration.

**RECREATION DIVISION SUPERVISOR:** Responsible for administration of recreation programs, planning and budgeting; oversees maintenance of recreational facilities, plans and recommends capital improvements; Responsible for all youth and adult athletic activities and leagues; supervises recreation staff. Maintains compliance with licensing requirements.

**RECREATION COORDINATOR:** Supervises programs, plans and schedules activities, receives payments, maintains compliance with licensing requirements. Provides instruction to Recreation Leader and Aides.

**RECREATION LEADER I:** Supervises recreation participants, carries out planned recreation activities, and teaches and coaches skills and rules of various activities. Supervises Recreation Aides. **PART-TIME**

**RECREATION AIDE:** Monitors recreation participants and prepares for and assists in carrying out planned recreation activities for before and after-school care programs. **ALL ARE PART-TIME**

**SANITATION WORKER/DRIVER I:** Responsible for the collection of residential and commercial trash, beach refuse, brush, and other debris. Provides information for residents as required. May be required to operate heavy equipment, including driving the garbage packer.

**SANITATION WORKER/DRIVER II:** Responsible for the collection of residential and commercial trash, beach refuse, brush, and other debris. Provides information for residents as required. Required to operate heavy equipment, including driving the garbage packer. Serves as crew leader.

**SANITATION SUPERVISOR:** Responsible for the supervision of sanitation crews; collection of residential and commercial trash, beach refuse, brush, and other debris. Provides customer service to residents and commercial customers. Ensures collection routes are completed in a satisfactory manner. Required to operate heavy equipment, including driving the garbage packer.

| POSITION TITLE AND SUMMARY JOB DESCRIPTION  |
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| <b>FIRE CHIEF:</b> Responsible for directing the inspections, rescue, training and other activities necessary to providing Fire/EMS services to city. Responsible for public safety and education, hazardous mitigation, and disaster planning.   |
| <b>FIREFIGHTERS:</b> Provide life saving emergency services to the public as well as on-going public education in the prevention of fires and emergency preparations.   |
| <b>FIRE INSPECTOR (Non-Sworn):</b> Responsible for conducting life safety fire inspections throughout the City. Reviews site plans for compliance with established life safety codes. Responsible for Local Business Tax collection (shares with Fire Department Administrative Assistant). |
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